Are You an Energy All-Star? Check Below!

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A joint project between the US Postal Service (USPS) and the US Environmental Protection Agency (EPA)

The Energy All-Star Checklist has been designed for use in building spaces of 5,000 square feet or less to help determine whether or not the equipment your building space uses is energy-efficient. If your building space has demonstrated sufficient measures to ensure that it is operated and maintained efficiently, it will be identified as an Energy All-Star and will receive public recognition from USPS and EPA.

Section 1: Information About Your Postal Facility

Please provide the following information, which is required for your building space to be evaluated for recognition as an Energy All-Star.

Name of Checklist Preparer _____ Name of Post Office _____

Title of Checklist Preparer _____ Street Address _____

Phone Number _____ City _____ State ____ ZIP Code _____

If available, please provide the following data about your building space:

Year built _____ Any major retrofits in last 5 years? _____Yes _____No

Gross square footage _____ square feet Major energy source used _____

Hours of operation _____

Please check off what you estimate to be the annual energy cost for those types of energy your post office building space uses.

Estimated Annual Energy Cost Range (select range for each fuel type)				
Fuel Type	$0-$3,000	$3,001-$6,000	$6,001-$10,000	$10,001-$15,000
Electricity				
Natural Gas				
Heating Oil				
Steam				
Propane				

To complete Sections 2 through 6, walk through your building space and fill out this checklist, identifying what types of energy-consuming equipment your space uses for lighting, heating, cooling, windows and doors, as well as overall ENERGY STAR® equipment. The accompanying Glossary of Energy-Consuming Equipment will help you identify the type of equipment used in your building space. Once you have completed and returned this checklist, it will be scored to determine how efficiently your space is operating and being maintained. Each of the following sections will be scored on a pass/fail basis. You will receive all the points indicated if your space passes a section.

Section 2: Lighting Systems (40 points)

A. Lighting System Inventory

Walk through each room in your building space and identify what lighting fixtures, lamps, and bulbs are being used now. Please check off the items used in your building space and the number of each type. Be sure to count all lamps and bulbs in a fixture, since fixtures may have more than one.

Number

❑ _____ Incandescent lamps/light bulbs

❑ _____ Compact fluorescent lamps

❑ _____ Halogen lamps

❑ _____ Task lighting

❑ _____ Incandescent ceiling fixtures

❑ _____ Delamped fluorescent fixtures with reflectors

Number

❑ _____ Incandescent exit signs

❑ _____ LED (light-emitting diode) exit sign upgrades

❑ _____ T-12 fluorescent lamps with magnetic ballasts

❑ _____ T-8 fluorescent lamps with electronic ballasts

❑ _____ Other: Describe _____

❑ _____ Other: Describe _____

_____ ***Total Light Inventory***

B. Energy-Efficient Upgrades

Please indicate whether any of the inventory listed above is the result of energy-efficient upgrades and retrofits:

We originally had this	*And replaced it with this*
❑ Incandescent light bulbs	Compact fluorescent lamps
❑ Incandescent lamps	Halogen lamps
❑ Incandescent ceiling fixtures	Delamped fluorescent fixtures with reflectors
❑ Incandescent ceiling fixtures	T-8 or T-12 tubular fluorescent lamps
❑ Incandescent exit signs	LED (light-emitting diode) exit sign upgrades

C. Advanced Options

The installation of the following equipment indicates an exceptional level of commitment to energy efficiency for a building space of this size, a commitment that merits special mention. Please indicate at right if the following technology has been installed in your building space:

❑ T-8 fluorescent lamps with electronic ballasts

❑ Lighting system timers

❑ Occupancy sensors

❑ Our building space's outdoor lighting (e.g., floodlights, parking lot lamps) consists of energy-efficient lighting systems (e.g., metal halide lamps in security lighting). Briefly describe the lighting systems your building space has that qualify as energy-efficient:

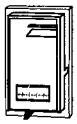
_____

_____

Section 3: Winter-Related Systems (20 points)

A. Manual Thermostat Setbacks

Please indicate whether you and your staff have adopted the following heating system practices in your building space:



During	*We set the thermostat for our furnace to*
❑ Non-operating hours	55°F to 60°F
❑ Operating hours	68°F to 72°F

B. Hot Water Heater Settings

Please indicate whether you and your staff have adopted the following hot water heater practice in your building space:

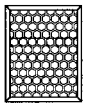
Our hot water heater has a	*And we have*
❑ Water temperature thermostat	Set the thermostat for 105°F to 115°F

Note: If your hot water heater does not have temperature thermostat settings, check the manual to see what temperatures its settings correlate to and confirm your hot water heater's temperature range. Otherwise, draw hot water from a running spigot and use a thermometer to measure the temperature.

C. Maintenance Activities

❑ We maintain our building space's furnace.

Please indicate whether you and your staff have adopted the following heating system maintenance practices in your building space:



Our furnace has	*And every month, we*
❑ Air filters	Clean or replace them when dirty
❑ Joints and moving parts	Apply lubricant as required
❑ Belts	Replace those that show wear

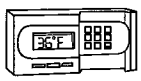
❑ We maintain our building space's hot water heater.

Please indicate whether you and your staff have adopted the following hot water heater practice in your building space:

Our hot water heater has	*And we keep them*
❑ Pipes and other exterior surfaces	Bound with insulation

D. Advanced Options

The installation and use of the following equipment indicates an exceptional level of commitment to energy efficiency for a building space of this size, a commitment that merits special mention. Please indicate below if the following technology has been installed in your building space and is being used efficiently:



❑ We have a programmable thermostat and...

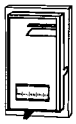
Have set it to go from	*To*
❑ 55°F to 60°F during non-operating hours	68°F to 72°F ½ hour before opening
❑ 68°F to 72°F during operating hours	55°F to 60°F 1 hour before closing

An Energy All-Star is a building that is energy-efficient and maintains satisfactory indoor environmental quality. Make sure the indoor environment is maintained at appropriate comfort levels at the same time your building space is using energy-efficient equipment and practices.

Section 4: Summer System (20 points)

A. Manual Thermostat Setbacks

Please indicate whether you and your staff have adopted the following air-conditioning system practices in your building space:



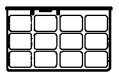
During	*We set the thermostat for our central air-conditioner to*
❑ Non-operating hours	Off
❑ Operating hours	74°F to 78°F

During	*We set our window/wall units to*
❑ Non-operating hours	Off
❑ Operating hours	Medium to low

B. Maintenance Activities

❑ We maintain our building space's air-conditioning system.

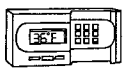
Please indicate whether you and your staff have adopted the following air-conditioning system maintenance practices in your building space:



Our air-conditioner has	*And every month, we*
❑ Air filters	Clean or replace them when dirty
❑ Joints and moving parts	Apply lubricant as required
❑ Belts	Replace those that show wear

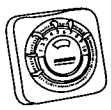
C. Advanced Options

The installation and use of the following equipment indicates an exceptional level of commitment to energy efficiency for a building space of this size, a commitment that merits special mention. Please indicate below if the following technology has been installed in your building space and is being used efficiently:



❑ We have a programmable thermostat installed on our central air-conditioning system and...

Have set it to go from	*To*
❑ Off during non-operating hours	74°F to 78°F ½ hour before opening
❑ 74°F to 78°F during operating hours	Off during non-operating hours



❑ We have timers installed on window/wall units, and...

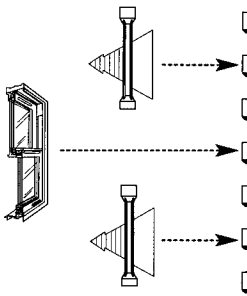
Have them timed to go from	*To*
❑ Off during non-operating hours	Medium to low ½ hour before opening
❑ Medium to low during operating hours	Off during non-operating hours

An Energy All-Star is a building that is energy-efficient and maintains satisfactory indoor environmental quality. Make sure the indoor environment is maintained at appropriate comfort levels at the same time your building space is using energy-efficient equipment and practices.

Section 5: Windows and Doors (10 points)

A. Window and Door Inventory

Walk through your building space and list what types of exterior doors and windows are used in your building space and the number of each type.



Number

- ❑ _____ Windows with single-paned glass
- ❑ _____ Windows with double-paned glass
- ❑ _____ Older wooden or metal window frames
- ❑ _____ Thermal insulated window frames
- ❑ _____ Entrances with a single set of glass doors
- ❑ _____ Doors with double-paned glass
- ❑ _____ Insulated doors
- ❑ _____ Entrances with a single set of doors
- ❑ _____ A second set of doors to block exterior air flow

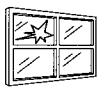
B. Energy-Efficient Upgrades

Please indicate whether any of the inventory listed above is the result of energy-efficient upgrades:

We originally had	*And replaced them with*
❑ Windows with single-paned glass	.Windows with double-paned glass
❑ Older wooden or metal window frames . .	.Thermal insulated frames
❑ Entrances with a single set of doors . . .	.A second set of doors to block exterior air flow
❑ Entrances with a single set of glass doors . .	.Doors with double-paned glass
❑ Entrances with a single set of glass doors . .	.Insulated doors

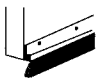
C. Maintenance Activities

Please indicate whether you and your staff have adopted the following maintenance practices in your building space:



❑ New windowpanes to replace broken ones

❑ Insulation strips between each exterior door and its frame



❑ Weather-stripping at the base of each exterior door

❑ Caulking between windows and their frames

Section 6: ENERGY STAR® Equipment (10 points)

Walk through each room in your building space and identify how much equipment you have in each of the categories listed below. Please itemize the inventory of equipment that is used in your building space and the number of each type that is ENERGY STAR, which can be identified by the ENERGY STAR logo.

		Number in Inventory	Number of ENERGY STAR®
Office Equipment	❑ Computers	_____	_____
	❑ Copiers	_____	_____
	❑ Fax Machines	_____	_____
	❑ Monitors*	_____	_____
	❑ Printers	_____	_____
	❑ Scanners	_____	_____
Lighting Equipment	❑ Exit Signs	_____	_____
Heating and Cooling Equipment	❑ Boilers	_____	_____
	❑ Furnaces	_____	_____
	❑ Heat Pumps	_____	_____
	❑ Central Air-Conditioners	_____	_____
	❑ Room Air-Conditioners	_____	_____
	❑ Programmable Thermostats	_____	_____
Other Equipment	❑ Refrigerators	_____	_____
		_____	_____
		Total Inventory	***Total ENERGY STAR®***

* *Check the control panels on your computer screen to ensure the monitor is set to the energy saving setting. Some ENERGY STAR-labeled monitors, particularly older units, do not come in the energy saving mode and must be set to power down when not in use.*